

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Friday, August 15, 2014 11:47 AM
To: Kunz, Beth
Cc: Kahlo, Meaghan
Subject: Notes Domino Databases

Categories: EZ Record - Shared

Hi Beth,

I just spoke with Kathe at NRMP and she said that if the databases, systems, etc. are:

1. Very Important or high profile, (mentioned in a communication and is something people will be looking for), then they should probably be officially listed.
2. Many databases are for convenience (putting data in a particular order to be easier for a particular person or group to use), these are just references (not records) and can be deleted when no longer needed.
3. Databases to track information but no longer in use can be disposed of with the retention schedule for the program they support (ex. if used for tracking permits, then they would follow the program's permit schedule)

So,

1. For the high profile/importance – use the survey. (very few)
2. For the ephemeral, more personal use databases, these are non-records and can be deleted without documentation. (majority?)
3. For databases that are older and aren't being used, we can create a list of them and document their destruction in Versatile with virtual boxes. (some?)

What do you think?

Thank you,

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